# Extremely efficient and effective meetings

## 1. Checklist for facilitators

## Before the meeting

*Is this meeting necessary?*

*Are you clear if you need a purpose or process meeting?*

*Is the meeting goal clear?*

*Have you listed the required and the optional attendees?*

*If you hypothetically need more than two pizzas to feed the whole audience, can you reduce the scope of the meeting?*

*Have you checked attendees availability?*

*Have you included a date, time and venue?*

*Have you separated mission and process agenda items?*

*Have you estimated time frames for the agenda items?*

*Have you clarified and stated the required outcomes for each agenda item?*

*Have you assigned owners to each agenda item?*

*Have you attached any required documentation?*

*Have you issued an effective agenda?*

*Have you completed your deliverables?*

*Have you published the agenda in advance?*

*Did you ensure the room and equipment are booked and ready prior to the meeting?*

# During the meeting

*Have you started the meeting on time?*

*Have you reviewed the meeting purpose with the participants?*

*Have you agreed and shared the ground rules?*

*Have you assigned appropriate roles to the attendees?*

*Do you have an inclusion activity to create an equity norm state? (for purpose meetings)*

*Do you ensure that the meeting had a group memory, if applicable?*

*Did you prepare and explain activities, methods, formats to be used?*

*Do you brainstorm?*

*Do you stick to the ground rules?*

*Are other roles (time keeper, note keeper, presenter) participating effectively?*

*Is anyone deviating from the agenda?*

*Do you agree and utilise a decision-making method?*

*Are you listening actively?*

*Do you use constructive confrontation techniques?*

*Are you contributing to the meeting?*

*Do you ensure that the participants stick to the meeting process?*

*Does everyone have the chance to speak and to be listened to?*


*Do you record outcomes, actions and deliverables?*

*Are you using the SMART (Specific, Measurable, Achievable,*

*Relevant, and Time-Bound) goal format?*

*Do record action owners and due dates?*

*Have you noted the attendees at the meeting?*

*Have you closed the meeting effectively?*

*Have you ended the meeting on time?*

## After the meeting

*Did you summarise key decisions?*

*Did you summarise key outcomes?*

*Did you note all the deliverables, owners and due dates?*
*(preferably in SMART format)*

*Did you publish or send out concise notes within 24 hours?*

# 2. Checklist for participants

## Before the meeting

*Is your attendance at this meeting necessary or not?*

*Do you need to reject, accept tentatively or propose a new time?*

*Did you challenge the organiser, if applicable?*

*Did you propose a substitute or different audience, if applicable?*

*If you say "yes" to this meeting, what else would you need to say "no"?*

*Have you scheduled yourself to attend the meeting?*

*Are you clear if this is a mission or process meeting?*

*Have you read the agenda?*

*Have you read the required documentation?*

*Have you prepared for your role in the meeting?*

*Have you completed your deliverables in advance, if any?*

## During the meeting

*Have you arrived at the meeting on time?*

*Have you left mobiles, laptops, distractions, distracting and not needed devices outside of the room?*

*Have you silenced your devices?*

*Do you stick to your assigned role at the meeting?*

*Do you help reinforce the ground rules?*

*Do you agree with the outcomes or 'disagree and commit'?*

*Do you stick to the brainstorming ground rules, if applicable?*

*Are you listening actively?Are you contributing proactively?*

*Do you involve and include others in talking and providing inputs?*

*Do you observe if you are talking too much?*

*Are you speaking for more than 3 minutes non-stop?*

*Have you paused and asked questions?*

*Are you capturing any cues?*

*Are you reading the room?*

*Do you use constructive confrontation techniques?*

*Do you collaborate respectfully and politely?*

*Do you ensure to stick to the meeting process and ground rules?*

## After the meeting

*Did you read the minutes?*

*Did you contribute to improve them, if applicable?*

*Did you complete your actions, deliverables?*

*Did you ask for support, if needed?*

*Did you propose your help, if applicable?*